

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Special Education Curriculum/Behavioral Specialist

DEPARTMENT/DIVISION: Educational Services/Special Education

POSITION SUMMARY: The Special Education Curriculum/Behavioral Specialist will report to the Director of Special Education and may be supervised by the Director or Program Specialist for Special Education. The Special Education Curriculum/Behavioral Specialist will assist the Assistant Superintendent of Educational Services and Director of Special Education with the implementation of curriculum and instruction, behavior management and IEP development for special education programs. The Curriculum/Behavior Specialist will have primary responsibility for helping staff acquire and implement instructional and classroom management skills, assessment strategies and legal expertise with IEP development and facilitation. The Curriculum/Behavior Specialist will work with special education staff and the district's general education curriculum team to support special needs students in the least restrictive environment.

ESSENTIAL FUNCTIONS:

1. Identifies, designs and delivers workshops/seminars and other educational activities related to improving specific skills and knowledge of the special education staff in the areas of curriculum and instruction, classroom/behavior management, and IEP development.
2. Serves as a consulting member of the District's Reading, Math or other curriculum committees as appropriate.
3. Assists the district's staff development team in determining the needs for and evaluation of the district inservice training in the area of special education.
4. Assists in coordinating the implementation of any adopted materials for special education.
5. Conducts demonstration lessons to model targeted teaching skills, curriculum implementation strategies, or behavior management strategies.
6. Recommends the acquisition of instructional materials and actively supports the appropriate usage in the special education classrooms.
7. Assists special education teachers with standardized and district-wide assessment tools and strategies.
8. Assists Special Day Class Teachers with alternate assessment and documentation strategies.
9. Assists staff in conducting functional behavior assessments (FA), behavior intervention plans (BIP), or positive behavior support plans (BSP.)
10. Assists general education district curriculum specialists in selection, adoption, and accommodation of general education curriculum for special needs students.
11. Assists new special education teachers in lesson planning, behavior management and IEP development.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other related duties as assigned.

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EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must hold or be able to obtain a valid special education credential or pupil services credential. A Masters Degree in the area of special education is desirable. Must have at least five years of successful teaching experience in special education and/or general education, three of which must have been spent in special education. Must hold a valid California Driver's license.

SKILLS AND QUALIFICATIONS:

1. Demonstrated competency and knowledge in the area of special education, including curriculum and instruction, classroom and behavior management, and special education legal requirements.
2. Ability to plan and conduct inservice training.
3. Ability to do teacher coaching.
4. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 75 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office/classroom environment and come in direct contact with Tracy Unified School District staff and the public.

DAYS OF SERVICE: Teacher's contract plus 10 days. Specially designed calendar (Approximates Purple Track)

SALARY: Per current TEA Master Agreement. Appropriate placement on the TEA Certificated salary schedule plus per diem for additional days worked beyond the normal contract year for TEA Unit Members.

BOARD APPROVED: TUSD 4/24/01